
	MARTINSVILLE FIRE & EMS Standard Administrative Guideline	
	SAG NUMBER:	100.033
	SUBJECT:	Career Development Program
	REVISION DATE:	May 20, 2009
	EFFECTIVE DATE:	April 18, 2001
	SIGNATURE OF APPROVAL:	 Kenneth S. Draper, Fire Chief

I. Purpose:

The Martinsville Fire & EMS Department has a genuine interest in promoting in-house employees to higher level positions. In doing so, employees may have more positive attitudes and a stronger desire to remain with the organization. This program, developed by a departmental committee, utilizes the path-goal theory of motivation. Employees that have a particular goal, such as being promoted to a particular position, will know the path to take to achieve the required knowledge, skills, and certifications of the given position.

Not only do employees benefit from the program, the department does as well. At promotion time, if employees have prepared for new responsibilities, the department has an immediately available pool of qualified applicants for the selection process. However, if no internal employees have taken the initiative to advance to the level expected of the position, an external candidate may have to be chosen for the position. The latter is not the preferred choice to make. The department does have the responsibility of selecting the most qualified applicant for the position.

This program is connected as an integral part of the department's promotion policy. For company officers, points towards promotions are awarded for the percentage of the career development program that is completed. As time progresses, the department may be forced to modify the structure or basic components of the program, as the fire service is a dynamic profession. Fire personnel are encouraged to think about what particular position(s) is/are desired for future advancement. Then, the employee should put forth a true effort to obtain the necessary certifications or education.

II. Scope:

This SAG applies to all department personnel who aspire to be promoted within the organization.

III. Responsibility:

All department personnel are responsible for the guidelines contained in this SAG. Company officers should use this SAG to guide them when mentoring future officers within the department. Ultimately, the Fire Chief, and/or his appointee, shall be responsible for enforcement of this SAG.

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IV. Guideline:

The purpose of the Career Development Plan is to provide department personnel with a path toward career development and also, for the department to have a pool of qualified applicants to promote from. The Career Development Program is linked to the department's promotional policy. Candidates for promotions receive credit for the proportion of completed recommendations, towards the section titled "Education and Certifications".

- A. The lists of certifications and/or education are mandatory for the position. In a case where the employee does not have the required degree or certificate, a reasonable timeframe will be set for the employee to obtain the degree or certificate if he is promoted to that position. When a Degree in related field is used, related field will consist of:

- Fire Administration
- Fire Protection Technology
- Public Administration
- Business Administration
- Emergency Medicine
- Emergency Management
- Homeland Security and Emergency Preparedness

- B. The training listed on the following pages is considered bona-fide occupational requirements for the given positions. By possessing the listed criteria, fire officers will be more capable of possessing the required knowledge, skills, and abilities for the level.

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1) Lieutenant

- Firefighter II
- Instructor I
- Officer I
- EMT-I or EMT-P
- EVOC – Class III
- Hazardous Materials First Responder Operations
- Computer courses in Word, Excel, and PowerPoint
- Performance Evaluation Workshop
- N.F.A. Preparation for Initial Company Operations
- N.F.A. Strategy and Tactics for Initial Company Operations
- N.F.A. Leadership I: Strategies for Company Success
- N.F.A. Basic Incident Command System for First Responders
- National Incident Management System (NIMS) – IS-700
- National Incident Management System (NIMS) – 100
- National Incident Management System (NIMS) – 200

2) Captain

- Firefighter II
- Instructor I
- Officer II
- EMT-I or EMT-P
- EVOC – Class III
- Hazardous Materials First Responder Operations
- Computer courses in Word, Excel, and PowerPoint
- Performance Evaluation Workshop
- Associate Degree in related field
- Virginia Fire Chief's Association – Virginia Fire Officer Academy Certificate
- N.F.A. Preparation for Initial Company Operations
- N.F.A. Strategy and Tactics for Initial Company Operations
- N.F.A. Leadership I: Strategies for Company Success
- N.F.A. Leadership II: Strategies for Personnel Success
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3) Assistant Chief- Operations

- Firefighter II
- Instructor II
- Officer III
- EMT-I or EMT-P
- EVOC – Class III
- Hazardous Materials First Responder Operations
- Computer courses in Word, Excel, and PowerPoint
- Performance Evaluation Workshop
- Bachelors Degree in related field
- National Fire Academy's Executive Fire Officer (EFO) Program
- N.F.A. Preparation for Initial Company Operations
- N.F.A. Strategy and Tactics for Initial Company Operations
- N.F.A. Leadership I: Strategies for Company Success
- N.F.A. Leadership II: Strategies for Personnel Success
- N.F.A. Leadership III: Strategies for Supervisory Success
- N.F.A. Basic Incident Command System for First Responders
- National Incident Management System (NIMS) – IS-700
- National Incident Management System (NIMS) – 100
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- National Incident Management System (NIMS) – 300
- National Incident Management System (NIMS) – 400
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4) Fire Marshal

- Firefighter II
- Instructor I
- Officer II
- EMT-I or EMT-P
- EVOC – Class III
- Hazardous Materials First Responder Operations
- Computer courses in Word, Excel, and PowerPoint
- Performance Evaluation Workshop
- Workshop in Grant Writing
- Budgeting Workshop
- Associate Degree in related field
- Virginia Fire Chief's Association – Virginia Fire Officer Academy Certificate
- FEMA's Emergency Management Institute – Professional Development Series
- NFPA 1031 – Fire Inspector
- NFPA 1033 – Fire Investigator
- NFPA 1035 – Public Fire & Life Safety Educator
- Core Module of the Virginia Building Code Academy
- Advance Official's Module of the Virginia Building Code Academy
- N.F.A. Leadership I: Strategies for Company Success
- N.F.A. Leadership II: Strategies for Personnel Success
- N.F.A. Basic Incident Command System for First Responders
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5) Emergency Management Coordinator

- Firefighter II
- Instructor I
- Officer II
- EMT-I or EMT-P
- EVOC – Class III
- Hazardous Materials First Responder Operations
- Hazardous Materials First Responder Technician
- Computer courses in Word, Excel, and PowerPoint
- Workshop in Grant Writing
- Budgeting Workshop
- Bachelors Degree in related field
- FEMA's Emergency Management Institute – Professional Development Series
- N.F.A. Leadership I: Strategies for Company Success
- N.F.A. Leadership II: Strategies for Personnel Success
- N.F.A. Basic Incident Command System for First Responders
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6) Deputy Chief

- Firefighter II
- Instructor II
- Officer III
- EMT-I or EMT-P
- EMT Instructor and ALS Coordinator
- CPR Instructor
- EVOC – Class III
- Hazardous Materials First Responder Operations
- Computer courses in Word, Excel, and PowerPoint
- Workshop in Grant Writing
- Budgeting Workshop
- Strategic Planning Workshop
- Performance Evaluation Workshop
- Bachelors Degree in related field
- National Fire Academy's Executive Fire Officer (EFO) Program
- FEMA's Emergency Management Institute – Professional Development Series
- N.F.A. Preparation for Initial Company Operations
- N.F.A. Strategy and Tactics for Initial Company Operations
- N.F.A. Leadership I: Strategies for Company Success
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7) Fire Chief

- Firefighter II
- Instructor II
- Officer III
- EMT-I or EMT-P
- EVOC – Class III
- Hazardous Materials First Responder Operations
- Computer courses in Word, Excel, and PowerPoint
- Workshop in Grant Writing
- Budgeting Workshop
- Strategic Planning Workshop
- Performance Evaluation Workshop
- Masters Degree in related field
- National Fire Academy's Executive Fire Officer (EFO) Program
- FEMA's Emergency Management Institute – Professional Development Series
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